Gyanmanjari
Innovative University

Subject: Summer Internship - BCAXX15351

Type of course: Experiential Learning

Prerequisite: Basic knowledge & working etiquettes

Rationale:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
				Theory Marks		Practical Marks		
CI	T	P	C	ESE(E)	CA	ESE (V)	CA(I)	
0	0	0	2	0	0	80	20	100

Legends: CI-ClassRoom Instructions; T – Tutorial/Teacher Guided Theory Practice; P - Practical; C – Credit, CA - Continuous Assessment; ESE - End Semester Examination.

The duration of internship will be two weeks. It will be during summer semester i.e. after completion of 2nd semester and before the commencement of Semester 3rd semester.

Following options can be opted by the students:

1. Offline internship in industry - Student is supposed to produce joining letter and relieving letter once the internship is over in case of offline internship in any industry.

2. Online internships – with organizations / institutions those are approved /supported / recommended by the University for Internship (like Internshala etc)

Report Submission and Evaluation Guidelines:

- Student has to prepare a detailed report and submit the report to his/her college. A copy of report can be kept in the departments for record.

- Each student must be assigned a faculty as a mentor from the college and an Industry Expert as External Guide or Industry Mentor.
- The evaluation will be of 20 marks for internal component and 80 marks for external Component. I Component (20 marks) will be evaluated by the Faculty Mentor or Internal guide of the students and V Component (80 marks) will be evaluated by faculty member nominated / appointed by the university
- The Internal & the External viva-voce shall evaluate based on:
    - Adequacy of work undertaken by the student
    - Application of concepts learned in previous semesters
    - Understanding of the organization and business environment
    - Analytical capabilities
    - Technical Writing & Documentation Skills
    - Outcome of the project – sense of purpose
    - Utility of the project to the organization
    - Variety and relevance of learning experience
- The presentation by student for Internship should in the presence of all students is desirable
- Student should produce successful completion certificate / letter in case of summer internship in industry.

Course Outcome:

After learning the course the students should be able to:	
CO1	Acquainted with the industrial environment
CO2	Understand the real time technical / managerial /commercial /Administrative skills required at the job(s).
CO3	Gain experience in writing reports and presentation.
CO4	Develop responsibilities and professional ethics

General Guidelines for Summer Internship

Step 1   Request Letter/ Email from the Institute should be collected by students for industry to allot multiple slots of 2/3 weeks during summer semester as Summer Internship period. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the internship

Step 2   Industry will confirm the internship slots and the number of seats allocated for internships via confirmation Letter/ Email. In case the students arrange the internship

themselves the confirmation letter will be submitted by the students in the office Institute through respective department.

Step 3: Students, after joining the Training at the concerned Industry / Organization, has to submit the Joining Letters / Email. (Registration Form)

Step 4: Students are undergoing for Summer Internship at the concerned Industry / Organization. In between Faculty Member(s) has to evaluate(s) the performance of students once by visiting the Industry/Organization and Evaluation Report of the students needs to be submitted in department office with the consent of Industry persons/ Trainers. (Worksheet Report, Attendance Report)

Step 5: Students will submit a spiral bound training report & presentation after completion of internship. That may include

- Institute's Certificate
- Certificate by the Company
- Formal feedback from the company mentor
- Executive Summary
- Organization profile
- Outline of the problem/task undertaken
- Research methodology & data analysis (in case of research internship only)
- Relevant activity charts, tables, graphs, diagrams, AV material, etc.
- Learning of the student through the project
- Contribution to the host organization

Step 6: Training Certificate to be obtained from industry.

Step 7: List of students who have completed their internship successfully will be maintained by Training and Placement Cell of the Institute.